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Weekly Report for Week Ending 28 July 1959  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 13 actions requiring the printing of 39,800 copies or sets of blank forms.
- (2) Two new and four revised forms were approved.
- (3) One form was obsoleted.

b. Intangible

- (1) Revised Form 73, Request for Internal Training. Reduced form size from 8" x 10 $\frac{1}{2}$ " to 5" x 8" by eliminating a lot of unnecessary information requested on the form. Also eliminated need for ~~assembly~~ <sup>assembly</sup>, processing and filing of about 25,000 forms each year. [redacted] 25X1
- (2) Survey of Overseas Forms - Of the 334 forms authorized for use overseas:
  - a. Thirteen were removed from the overseas list.
  - b. Fourteen required sterility code changes.
  - c. Sixteen required changes in shipping category.
  - d. Fifteen are to be revised.
  - e. Eighteen were obsoleted. (These were reported as obsoleted in a previous weekly report). [redacted] 25X1

2. Assignments

a. Active

- (1) Seventeen new and 15 revised forms.
- (2) Teletype Dissemination Information Reports and Systems. [redacted] 25X1
- (3) Revision of Dispatch Forms. [redacted] 25X1
- (4) Improved Management of Stocked Forms. [redacted] 25X1
- (5) Uniform Information Report. [redacted] 25X1
- (6) New Building Project. [redacted] 25X1

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(7) Expediting Printing of Information Reports. [redacted]

25X1

(8) Improvement in Quality of Information Reports Production.

25X1

[redacted] Investigated a complaint of the [redacted] project concerning their Information Report sets. Fifty of these sets were recalled from the field and tested. After testing the manufacturer agreed that the sets were faulty and he would replace them. The actual number of the original order of 7,500 sets (costing \$ .20 a set) which will be replaced will be determined when the field notifies us of the number on hand.

25X1

(9) One employee suggestion.

b. Inactive

(1) Elimination of Transmittal Dispatches for Personnel Type Data. [redacted]

25X1

3. News

25X1

✓ a. [redacted] visited the VANGUARD Computer Center on 24 July 1959.

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✓ b. [redacted] is attending the RCA 501 Computer Course the week of 27-31 July 1959.

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